

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 3-20 <input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-C-08-010	Contract Period 12/16/2008 To 11/30/2012 Base Option Period Number 3	Title of Work Assignment/SF Site Name EPA SBIR Assessment of Program								
Contractor SCIENTIFIC CONSULTING GROUP, INC, THE		Specify Section and paragraph of Contract SOW 2.3,2.4								
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 12/01/2011 To 11/30/2012								
Comments:										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A. SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: 12/16/2008 To 11/30/2012		Cost/Fee:				LOE:				
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		Cost/Fee:				LOE:				
Cumulative Approved:		Cost/Fee:				LOE:				
Work Assignment Manager Name April Richards						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number 703-347-8103				
_____ (Signature) (Date)						FAX Number: 703-347-8142				
Project Officer Name Verla Sutton-Busby						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-6808				
_____ (Signature) (Date)						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number:				
_____ (Signature) (Date)						FAX Number:				
Contracting Official Name Renita Tyus						Branch/Mail Code: CPAD				
_____ (Signature) (Date)						Phone Number: 513-487-2094				
_____ (Signature) (Date)						FAX Number: 513-487-2109				

Work Assignment Form. (WebForms v1.0)

Work shall not begin on this work assignment until 12/01/2011.

PERFORMANCE WORK STATEMENT

Contract Number EP-C-08-010

Scientific Consulting Group

Work Assignment Number: 03-20

Title: EPA SBIR Assessment of Program Research and Relevance

Period of Performance: December 1, 2011 through November 30, 2012

Work Assignment COR: April Richards
Potomac Yard
2777 Crystal Drive
Arlington, VA 22202
Telephone: (703) 347-8103
FAX: (703) 347-8142

Alternate Work Assignment CORs: Ted Just
Potomac Yard
2777 Crystal Drive
Arlington, VA 22202
Telephone: (703) 347-8054
FAX: (703) 347-8142

Martha Otto
Potomac Yard
2777 Crystal Drive
Arlington, VA 22202
Telephone: (703) 603-8853
FAX: (703) 347-8142

Project Officer COR Verla Sutton-Busby
U.S. EPA (8102R)
Office of Research and Development
1200 Pennsylvania Avenue, N.W.
Washington, D.C. 20460
Telephone: (202) 564-6808
Fax: (202) 565-2910

I. Background:

The National Center for Environmental Research (NCER) maintains a central role in the solicitation and award of Assistance Agreements, Environmental Research Centers and Graduate Education Fellowships funded under the Science to Achieve Results Program and the award of

contracts under the EPA Small Business Innovation Research (SBIR) Program.

More specifically, the SBIR Program is a phased process across the Federal Government of soliciting proposals and awarding contracts or grants for research and development of technologies to meet stated Agency needs or missions. There is a need for support services as well as preparation of several documents and studies to assist EPA in the conduct of this program.

II. Scope of Work

The contractor shall provide the necessary personnel and resources to complete these tasks as they relate to the SBIR Program:

- 1) The EPA WA COR will furnish to the contractor copies of the abstracts submitted by the FY 2012-2013 SBIR awardees. The contractor shall edit these for style, uniformity, and format; and furnish supplemental keywords. Keywords should be technical and should facilitate searches on NCER's website by EPA personnel and small businesses interested in environmental technology. It is expected that there will be approximately 45 abstracts. The abstracts will then be posted on the NCER Web home page by a NCER staff member.
- 2) Tables of EPA SBIR awards up to and including FY 2011 /12 are on the NCER home page. The EPA WA COR will furnish a list of FY 2012/2013 awards and a copy of previous tables of awards to the contractor. The contractor shall update the tables of EPA SBIR awards to include balance of FY 2012 – 2013. These tables will then be put on the NCER webpage by EPA.
- 3) The contractor shall furnish off-site logistic support for an SBIR kick-off meeting to be held in February/March in Washington, D.C. The meeting will run 8:00 a.m. to 5:30 p.m. The estimated number of attendees is 50. The support shall consist of arranging for meeting rooms, reserving sleeping rooms (approximately 25), creating a registration website with logistics and agenda for attendees, preparing information packets for attendees to include copies of presentations, agendas, etc., providing a meeting coordinator in-person on the day of the meeting to provide logistical assistance, and preparing a list of meeting attendees.
- 4) Provide electronic SBIR reports as required by SBA related to populating SBA's TechNet database and other reporting requirements.
- 5) Provide support of the SBIR relevancy review database (previously developed by SCG). This includes updating reviewers and proposals for the 2012-13 review cycle. It is estimated that there will be approximately 90 proposals. The contractor shall also provide technical support to reviewers during the review period.

- 6) Furnish off-site logistic support for a SBIR and Commercialization Regional meeting. This support shall consist of arranging for a meeting room, reserving sleeping rooms, preparing a logistic sheet (to include time, date, place, and directions) to be mailed out by the EPA WA COR. The WA COR shall provide the location of the meeting through written technical direction.
- 7) Complete update of EPA SBIR success stories using spreadsheet already developed by the EPA WA COR and contractor listing companies that were previously identified as potential future success stories. The EPA WA COR will contact companies and gauge willingness to participate in preparation of success stories. The contractor shall follow up and gather initial information on success of technology from these companies. The contractor shall write up individual success story documents for each company that is willing to participate. For these new successes, draft, edit and layout, new SBIR Success Stories formatted with the following sections: 1) environmental problem, 2) technology solution, 3) commercialization success of the project and 4) company information. The contractor shall prepare success story write-ups for printing and posting on web. Examples of current SBIR success stories can be found on the EPA SBIR website at: <http://www.epa.gov/ncer/sbir/success/>.

III. Reporting

The contractor shall submit monthly progress reports to the EPA WA COR. In addition, the EPA WA COR shall be kept informed of progress through periodic meetings, telephone calls, faxes, and other contact. The contractor shall notify the EPA WA COR immediately of any problems that may impede the performance of the work under this work assignment. Deliverables shall be provided in hardcopy and electronic format to the EPA WA COR.

IV. Staffing

In the work plan, the contractor shall identify qualified staff to perform tasks provided in the work assignment. Staff must be qualified to perform technical editing and meeting support functions.

Schedule of Deliverables

Work plan due within 15 calendar days upon receipt of work assignment

Draft of edited FY 2012 / 2013 SBIR abstracts	February 1, 2012
SBIR Kick-Off Meeting Registration Website	February/March 2012
Updated SBIR tables to include FY 2011 & 2012	March 1, 2012
Final version of FY 2011 / 2012 SBIR abstracts	March 1, 2012

Drafts of new individual SBIR success stories	March 31, 2012
Electronic SBIR reports as required by SBA	April 30, 2012
Final new set of SBIR success stories	September 1, 2012
Updates to FY2012 Relevancy Review Database	September 1, 2012

V. Conflict of Interest

The contractor shall disclose any conflict of interest regarding this work.

VI. Management Controls

Reports and other documents prepared by the contractor will be based on information and technical directions provided to the contractor by the EPA WA COR. Work products will be thoroughly reviewed by the EPA WA COR. Documents shall be prepared using compatible Agency software and will be provided to the EPA WA COR in hard copy and electronically.

Periodic meetings between the EPA and contractor work assignment managers are encouraged to discuss any questions that may arise during performance or completion of this work assignment. At the EPA WA COR's discretion, these meetings may occur via teleconference or video conferences. The contractor shall document these meetings and submit copies of this correspondence to the EPA WA COR.

The EPA WA COR may identify one or more EPA technical representatives for this work assignment. Interaction between the contractor and any EPA technical representative(s) designated by the EPA WA COR is solely for the purpose of presenting and discussing the information, analyses, results, or presentations related to this work assignment. The interaction will be technical communication vice technical direction. Per the technical direction clause EPAAR 1552.237-71 of the contract, the EPA PO COR and the EPA WA COR or alternate EPA WA COR are the only representatives of the CO authorized to provide technical direction. Per the technical direction clause, the CO and PO will be provided with copies of all technical direction.